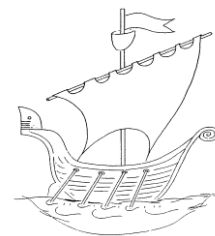


Whitchurch on Thames Village Green Committee



AGENDA - Meeting Monday 19th March 2012 Greyhound Public House 8pm

Present: Lindsay Austin, Alistair Aitchison, Tim Close, Steve Rogers, Adrian Dixon, Maureen Stovell, Jenny Welham.

1. Apologies for Absence

Nick Bolton, Tim Close.

2. Approve minutes of Meeting 31st January 2012

Committee approved the minutes as a true account.

3. Finance – Bank Mandate, Quotations.

The Clerk presented the Bank Mandate which was duly signed by the members who will be signatories for the new Village Green Bank Account.

Lindsay reported that all the quotations are now collected with the previous prices and the now up to date pricing. A document detailing the quotations to be circulated by email to the committee for review.

Clerk to email Parish Council Chairman regarding the set up of initial funds for expenses towards the events being planned on the Village Green, the Village Green funds to repay the Parish Council when funds have been raised.

4. Fund raising activity, Grants Sponsorship

The grant that Tim was progressing with Sport England was not obtained. The SODC Grant has been confirmed, this means that no further grant applications can be made to SODC for 2 years. A further grant application is being made to Inspired Facilities the amount is in the region of £20K to £50K, the application will be sent in the next week. Alistair is looking into a grant with Oxfordshire FA.

5. Charity Application – Governing Document, registration.

The Governing Document was agreed and completed to be witnessed by the Parish Clerk.

Trustees for the Whitchurch on Thames Village Green Charity signed the document, these being; Lindsay Austin, Stephen Roger, Maureen Stovell, Adrian Dixon, Alistair Aitchison.

It was agreed that the nature of the Village Green Management Committee is such that CRB checks are not required for the charity. The Clerk can now progress the registration of the Charity,

6. Lashings event.

Maureen had received quotations for the Marquee, these were reviewed, no final decision was made.

Maureen listed the major expenditure items with approximate amounts, Marquee £3500, Catering £5500, Band £500, Orchestra for afternoon £ tbc, Marketing £500, Electricity, Toilets etc £1000.

The A5 flyers and A3 posters were discussed and total of 1000 flyers and 100 posters was agreed at a cost of £240. The Face book page is set up but not yet live, a Twitter account has also been set up.

As expected attendance at the event will be in excess of 499 people a Premises License will be required, Lindsay to progress. This will be useful as it will cover 1 year at a cost of £100, so will be in place for other events. The Parish Council Public Liability insurance will cover the event, Clerk to check if there are any special points.

The Whitelock family will be attending and a ceremony with a plaque to thank them for the donation will take place at the beginning of the event. The plaque is already made.

The ticket sales will be set up via Maureen and Lindsay, payment via cheque or BACs transfer into the WOT Village Green bank account which is now set up. Clerk gave Maureen the details. Corporate table sales will be invoiced. Each committee member to try and sell tables for the event, this to start as soon as there is a corporate email and pack available, Maureen will provide this by the beginning of April latest. Timeline, April to start the Corporate marketing and ticket sales, May for the day tickets. The posters and flyers will be circulated as soon as ready.

7. AOB

Lindsay reported that the building plot has been sold to Swallow Developments. She has spoken to them and they have agreed to meet Lindsay at the site once the contracts have been signed which is expected in the next few weeks. The access to the green is over their plot, so if they do not agree to this a new access point will be made, some clearing of brambles and scrub will be required.

At the meeting Lindsay will mark out the plot with Swallow and also get details of when they will be starting the work, it is possible that they might be willing to build the car park for a competitive cost, Lindsay to make enquiries at the meeting. Maureen volunteered to project manage the site when work commenced, this was agreed.

To offer amenities for the youth age group there have been requests for a skate facility. Maureen has a contact a Mr. Martin Seal who has offered to help with this and is willing to make a design. Clerk to check the insurance aspects and also to check for companies who build these facilities to check on pricing. Lindsay and Maureen to meet on the Green to look at the area and discuss the space.

8. Date of next Village Green Committee Annual Meeting Tuesday 8th May 2012.

(As the Monday is a Bank Holiday) Meeting closed at 10.00pm

Signed.....Chairman/Date.....